



City of Torrance Community Services Department * (310) 618-2930 * www.Recreation.TorranceCA.Gov
 "Creating and Enriching Community Through People, Programs and Partnerships"

34th ANNUAL CHRISTMAS BOUTIQUE

Sunday, December 11, 2016 9:00 A.M. – 4:00 P.M.

WILSON PARK

2200 Crenshaw Boulevard, Torrance, CA 90503

VENDOR INFORMATION: Be sure to return your application immediately. Returning vendors have until **Monday, October 10, 2016** (postmarked) to return application. Spaces will be assigned on a first-come, first-served basis with all your requested information completed. Incomplete applications will be returned and spaces **will not** be held. **HAND CRAFTED ITEMS ONLY.** All spaces are 10' x 10' on a flat cement/asphalt surface. All canopies and tents must be secured in case of wind.

NO SMOKING IN BOOTHS OR AROUND BOOTHS. DOGS ARE NOT ALLOWED IN THE BOUTIQUE AREA OR BOOTHS.

PLEASE CHECK ONE: ☐ New Vendor ☐ Returning Vendor (2015 Christmas Boutique)

NAME: _____ E-MAIL ADDRESS: _____
 (Please Print) (Please Print)

ADDRESS: _____ CITY: _____ ZIP: _____

PHONE: Home: ____ (____) _____ Work: ____ (____) _____

FLYERS: Please check amount of flyers you would like to distribute to help promote the show: ☐ 25 ☐ 50 ☐ 100

FEE: Please check one: ☐ Torrance Resident \$65 ☐ Non-Resident \$75

☐ Postmarked after October 31, 2016, \$100 per vendor

Deadline for all applications November 18, 2016 (postmarked)

PAYMENT OPTION: ☐ Check _____ number (Make check payable to City of Torrance) or ☐ Credit Card

I hereby authorize the use of my: ☐ MasterCard ☐ Visa

Print name as it appears on card: _____

Master Card or Visa #: _____ Expiration Date: Month _____ Year: _____

Signature: _____ Credit Card Requests Must Have a Signature.

SALES TAX PERMITS NUMBER: _____ (MANDATORY)

SUBMIT PHOTO DISPLAYING EXAMPLES OF ALL WORK TO BE SOLD:

A photo file has been compiled. If you sent a photo for a previous Spring or Christmas Boutiques, another photo is not necessary, unless you have added something new. *If not, it is mandatory.* **ALL WORK MUST BE HAND-CRAFTED BY YOU. NO COMMERCIAL, MASS-PRODUCED OR FACTORY-MADE ITEMS ALLOWED! YOU MUST SEND A PHOTO DISPLAYING EXAMPLES OF ALL WORK TO BE SOLD. PHOTOS WILL NOT BE RETURNED.**

LIST ALL ITEMS TO BE SOLD: _____

MAIL OR FAX IN APPLICATION: Please complete this entire application, sign at the bottom and return with check/credit card information and photos to: City of Torrance Community Services Department – Recreation Services Division

3031 Torrance Boulevard, Torrance, CA 90503

ATTN: Christmas Boutique

FAX: (310) 618-2903

1. All work has been handmade by me. I do not have any mass-produced, factory or labeled items. Upon request of the promoter, I will remove any such items.
2. Rainouts will be determined at 9:00 A.M. the day of the boutique. You must be present to receive a credit. CREDITS ONLY! NO REFUNDS!!

I HAVE READ THE RULES AND REGULATIONS AND AGREE TO ABIDE BY THEM

Signature required _____ Date: _____

FOR OFFICE USE ONLY Receipt #: _____ Receipt Date: _____ Processed Date: _____ Booth #: _____
 DR:mp:specevent/christmas/bout/appflyer



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"HANDCRAFTED" BOUTIQUE RULES AND REGULATIONS (SPRING AND CHRISTMAS)

Our Mission is to support our vendor's/crafter's recreational talents and provide our residents with unique one-of-a kind gifts, by offering a wide selection of arts and crafts goods that are made by hand, not by machine, and made by a process requiring manual skills (i.e. hand-sewn, hand-carved, hand-knit, improvised, hand-tailored or handcrafted).

GENERAL INFORMATION AND GUIDELINES

Boutique Items:

- **Handcrafted Items Only!** All items must be personally designed, created, crafted and made by the vendor. No store-bought items, manufactured products, imported goods, items made from kits, assembled from pre-manufactured items, or crafts purchased at wholesale cost are allowed. **All work must be personally handcrafted by you and only you!**
- The name on the application must match the signature at the bottom of the application, as well as the name on the Seller's Permit.
- Food, candy, plants, alcoholic beverages, smoking, burning of incense and audio recordings are prohibited.
- The promoter will enforce his/her judgment and will have you remove any items which are not handcrafted, or close down your booth. **NO refunds or credits** will be issued. Please help us insure the integrity of our event by complying with this request.
- The City of Torrance Community Services Department reserves the right to limit the number of similar items and to disallow the sale of any item that is not keeping with the standard of the event. We reserve the right to place vendors where we feel they can be placed, so they are next to vendors selling the same or similar items.

Photos Displaying Examples Work to be Sold:

- In order to maintain the integrity of our vision, we must see your handcrafted products. All handcrafted items sold must be represented in the photos that are submitted. If you add or change your merchandise, you must send new photos. Photos will not be returned and will be kept on file for future events. Photos are not necessary for returning vendors (if you were a vendor last Christmas or Spring), unless you are adding something new.

State Board Requirements:

- Any type of sales conducted within the State of California requires you to obtain a Seller's Permit; you must obtain a temporary Seller's Permit.
- Temporary Seller's Permits are free-of-charge. You can get more information by contacting the State Board of Equalization; Culver City (310) 342-1000; Norwalk (562) 466-1694 or visit www.boe.ca.gov.

BOOTH GUIDELINES

- All booth spaces are 10' x 10' and are located in the parking lot area (at Wilson Park). Booths cannot encroach on the walkways or parking lot stalls. You are only allowed to set up and sit in the 10' x 10' space.
- Amplified sound is not allowed in the booths or boutique area.
- All applications will be processed on a first received, first assigned basis. Returning Vendors please look at the "NEW" map before returning your completed information.

- Due to vendor interest, spaces are limited to one booth per person.
- Vendors must bring their own tables, chairs and canopy (optional). Tables and chairs cannot be reserved and will not be available the day of the boutique.
- You are responsible for your own merchandise, securing your tent/canopy, setup and cleanup afterwards.
- Vendors must have each item for sale clearly marked. There will be no posting of signs stating ½ price sales, 50% off sales or blowout sales.
- There is no electricity in the booths and the use of generators is strictly prohibited.
- No smoking is allowed in or around booths. If you see someone smoking report it to the staff.
- Dogs are not allowed in the boutique area or booths, in accordance with the Municipal Code TMC 49.2.10. (exception: service dogs in which the owner must be responsible for them).
- Those participating in the Boutique may arrive at Wilson Park at 7:00 a.m. to set up their booth. After 8:30 a.m. you may have to walk your booth supplies to your booth.
- Vendors must be open for business at 9:00 a.m. and remain set up until closing at 4:00 p.m. Those leaving before 4:00 p.m. will not be allowed back to any future Boutiques.

PARKING GUIDELINES

- No vehicles will be permitted in the boutique area after 8:30 a.m. (unless in a designated parking space assigned to your booth). All designated parking spaces are only allowed one vehicle.
- Vehicles parked inside the boutique area after 8:30 a.m., not in an assigned area, will **be towed away at the owner's expense. Extra vehicles MUST park behind the Sports Center. If you do not follow this guideline, you may not be allowed to participate in the future.** Leave the parking spaces for your customers.
- No trailers or oversized vehicles will be allowed. Trailers/oversized vehicles are required to unload merchandise in the designated loading/unloading area, and then park vehicles in the off-site vendor parking on the east side of the park (behind the Sports Center). It is very important to leave the parking lot at Wilson Park (near the event) available for your customers. If you have an oversized vehicle you may want to request a booth on the north side.
- No vehicles will be permitted back into the boutique area or leave the area until 4:00 p.m. Vehicles may leave only when it is safe to do so.

MISCELLANEOUS

- Flyers advertising the event will be mailed with your receipt and confirmation information. Vendors are encouraged to distribute flyers to friends, as well as post them in public places (only with permission of the establishment). Remember, more publicity equals more sales.
- Your signature on the application form is an agreement to abide by the rules and regulations of the boutique.
- **All incomplete applications will be returned and spaces will not be reserved! Please take the time to make sure you fill in each blank.**